1 April 1981

MEMORANDUM FOR: Director of Logistics

STAT FROM : [redacted]
Chief, Administrative Group, NFAC

SUBJECT : Appointment of NFAC Representative to the Agency Energy Committee

STAT Effective 7 April 1981 [redacted] is appointed NFAC
STAT Representative to the Agency Energy Committee, vice [redacted]
His mailing address is 2F42 Headquarters Building; he may be reached
STAT on extension [redacted]
STAT [redacted]

AL 1 1305

Approved For Release 2009/01/06 : CIA-RDP85-00988R000500040001-3

Department of Energy
Washington, D.C. 20585

JUN 15 1982

James H. McDonald
Director of Logistics
Central Intelligence Agency
Washington, D.C. 20505

Dear Mr. McDonald:

This is to acknowledge the submission of your Agency's plan for energy management in general operations. Our comments for your consideration are contained in the enclosures. If you have any questions or need any assistance in updating your plan, please feel free to contact Mr. William F. Vance of my staff. His telephone number is 252-9467.

Sincerely,

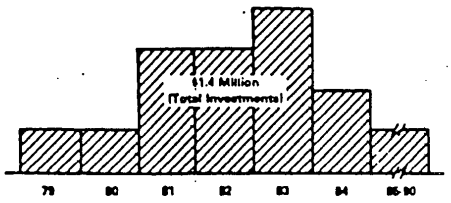
Bill Bethea

J. Wm. Bethea, Chief
Federal Energy Management Program
Branch

OL 2 2766

Central Intelligence Agency

REQUIREMENT FULFILLED? YES	NO	PARTIAL	REQUIREMENT DESCRIPTION	COMMENTS (PLEASE REFER TO THE REQUIREMENT BEING CONSIDERED. IF MORE SPACE IS NEEDED, ATTACH ADDITIONAL SHEET)
☒	☐	☐	The following information is to be included in each Federal agency General Operations 10-Year Plan for the period of fiscal years 1980 - 1990: (1) An Executive Summary which includes: (i) A brief description of agency mission and applicable functional categories: General Transportation, Industrial or Production, Services, Operational Training and Readiness, and Other. (The Plan must include General Transportation and one or more of the categories above).	Plan focuses primarily on general transportation; however, buildings energy conservation actions are also highlighted.
☐	☐	☒	(ii) A Goals and Objectives Section which summarizes: • what energy savings or avoidance will be achieved during the 1980 - 1990 plan period • what actions will be taken to achieve those savings • the costs and benefits of measures planned for reducing energy consumption, increasing energy efficiencies, and shifting to a more favorable fuel mix. (Use current dollars). • assumptions of environmental, safety and health effects of the goals	Funding is combined in overall operating costs. Energy savings/ avoidance is not quantified for the plan period. Environmental, Safety and health effects are not addressed.
☒	☐	☐	(iii) A chart depicting the agency organizational structure for energy management, showing energy management program organization for headquarters and for major subordinate elements of the agency, i.e., bureaus, departments, etc.	
☐	☒	☐	(iv) A schedule for completion of requirements directed in the General Operations Guidelines, including phase-out of any procedures made obsolete by the Guidelines • Goals and Objectives • Investment Program • Implementing Instructions • Emergency Conservation Plan	No schedule provided, although it may be internalized in the Agency's MBO program.
☒	☐	☐	(v) Identification of any significant problem which may impede the agency from meeting its energy management goals (present in summary form).	Primarily the greater use of the Agency's motorpool for transportation between geographically dispersed offices.
☐	☒	☐	(2) A Text which includes: (i) A Goals and Objectives Section describing agency conservation goals; these goals will be related to primary mission goals. • Agencies shall establish three types of goals: 1. Energy consumption goals by fuel type by functional category 2. Energy efficiency goals by fuel type by functional category 3. Fuel switching goals for shifting energy use from oil and natural gas to other fuels in more plentiful supply from domestic sources. (See Attachment A, Goal Setting Methodology w.r.t. these three goals). • Each agency must include General Transportation and at least one other functional category in setting its goals and developing its Plan. Each agency may select whatever functional categories best describe their overall mission. • Agency Plans should include the data elements reflected in Figures 3-2 through 3-5 with respect to their goals.	
☐	☐	☒	(ii) An Investment Section describing the agency planned investment program by fiscal year and the estimated costs and benefits of the measures planned for reducing energy consumption and increasing energy efficiency. • Measures to be considered for the investment program and questions to be considered when evaluating measures are found Attachment B. Section (a)(3) of Attachment A provides additional guidance for selecting measures. • Once measures have been identified, they are to be incorporated into a time-phased investment program, using where appropriate, the life-cycle costing factors and methodology in Subpart A, 10CFR Part 436. • Agencies should summarize their investment program (current dollars) with a figure similar to Figure 3-1. The figure should be accompanied by a detailed description of the measures, projects, and programs making up the total planned investments for each year. The planned investment and the estimated energy savings, efficiency improvement, or fuel switching benefit should be identified for each measure selected. This summary need not be by function or fuel type.	Investments made within overall operating budget. Measures to be considered for investment include consideration of using combustible waste as a potential energy source. This consideration is not costed out, however.

REQUIREMENT FULFILLED?	REQUIREMENT DESCRIPTION	(PLEASE REFER TO THE REQUIREMENT BEING CONSIDERED IF MORE SPACE IS NEEDED, ATTACH ADDITIONAL SHEET)
	 **FIGURE 3-1: ENERGY INVESTMENT PROGRAM**	
☒ YES ☐ NO ☐ PARTIAL	(iii) An Organization Section which includes designation of: • the principle energy conservation officer, such as an Assistant Secretary or Assistant Administrator, who is responsible for supervising the preparation, updating and execution of the Plan, for planning and implementation of agency energy conservation programs, and for coordination with the DOE Federal Programs Office at the staff level • a middle level staff member as a point of contact to interface with the DOE Federal Programs Office at the staff level • key staff members within the agency who are responsible for technical inputs to the Plan or monitoring progress toward meeting the goals of the Plan	
☒ ☐ ☐	(iv) An Issues Section addressing problems, alternative courses of action for resolution, and agency reasoning for decisions not to plan for or implement any measure contained in Attachment B, and identifying any special projects, programs, or administrative procedures which may be beneficial to other Federal agency energy management programs.	
☐ ☒ ☐	(v) An Implementing Instructions Section which includes a summary of implementing instructions issued by agency headquarters and attachment of appropriate documents such as: (A) Specific tasking resulting from development of the Plan; (B) Guidance for the development of emergency conservation plans; (C) Task milestones; (D) Listing of responsible sub-agencies and individuals at both agency headquarters and subordinate units; (E) Reporting and administrative procedures for headquarters and subordinate organizations; (F) Report schedules pursuant to § 436.106(a); (G) Schedules for feedback in order to facilitate Plan updating, to include reviews of emergency conservation plans developed pursuant to § 436.106; (H) Schedules for preparing and submitting the annual report on energy management pursuant to § 436.106(a); (I) Schedules of Plan preparation and publication; (J) Communication, implementation, and control measures such as inspections, audits, and others	Implementing instructions were not provided due for security reasons.
☐ ☐ ☒	(vi) An Emergency Conservation Plan Summary Section which includes: • Agency-wide impacts of energy reductions as determined in accordance Attachment C of this checklist.	During energy supply emergencies, the agency will prioritize functions and reduce those least essential to the agency's mission.

REQUIREMENT FULFILLED? YES	NO	PARTIAL	REQUIREMENT DESCRIPTION	COMMENTS (PLEASE REFER TO THE REQUIREMENT BEING CONSIDERED. IF MORE SPACE IS NEEDED, ATTACH ADDITIONAL SHEET)
☐	☐	☒	• Actions to be taken agency-wide to alleviate the shortfalls as they occur. • An assessment of agency services or production that may need to be curtailed or limited after corrective actions have been taken. • A summation of control and feedback mechanisms for managing an energy emergency situation.	
☐	☒	☐	(3) Appendicies which are needed to discuss and evaluate any inovative energy conserving technologies or methods which the agency has identified for inclusion in its Plan.	
☒	☐	☐	(4) Additional requirements: (i) Each plan must be approved and signed by the principal energy conservation officer designated in (2)(iii) above.	
☒	☐	☐	(ii) In all successful energy conservation programs, certain key elements need to be present. the elements listed below must be incorporated into each agency conservation program and must be reflected in the 10-Year Plan. Those organizations that have already developed programs should review them to determine whether the present management systems incorporate these elements. (1) TOP MANAGEMENT CONTROL. Top management must have a personal and sustained commitment to the program, provide active direction and motivation, and require regular review of overall energy usage at senior staff meetings.	
☐	☐	☐	(2) LINE MANAGEMENT ACCOUNTABILITY. Line managers must be accountable for the energy conservation performance of their organizations and should participate in establishing realistic goals and developing strategies and budgets to meet these goals.	Not addressed.
☐	☐	☒	(3) FORMAL PLANNING. An overall 10-Year Plan for the period 1980 - 1990 must be developed and formalized which sets forth performance-oriented conservation goals, including the categorized reduction in rates of energy consumption that the program is expected to realize. the plan will be supplemented by guidelines enumerating specific conservation procedures that will be followed. These procedures and initiatives must be life cycle cost-effective as well as energy efficient.	
☐	☒	☐	(4) GOALS. Goals must be established in a measurable manner to answer questions of "Where are we?" "Where do we want to go?" "Are we getting there?" and "Are our initiatives for getting there life cycle cost-effective?"	
☐	☒	☐	(5) MONITORING. Progress must be reviewed periodically both at the agency headquarters and at local facility levels to identify program weakness or additional areas for conservation actions. Progress toward achievement of goals should be assessed, and explanations should be required for non-achievement or unusual variations in energy use. Monitoring should include personal inspections and staff visits, management information reporting and audits.	
☒	☐	☐	(6) USING TECHNICAL EXPERTISE. Personnel with adequate technical background and knowledge of programmatic objectives should be used to help management set technical goals and parameters for efficient planning and implementation of energy conservation programs. These technicians should work in conjunction with the line managers who are accountable for both mission accomplishment and energy conservation.	Not addressed, but assumed for planning proposes.
☒	☐	☐	(7) EMPLOYEE AWARENESS. Employees must gain an awareness of energy conservation through formal training and employee information programs. They should be invited to participate in the process of developing an energy conservation program, and to submit definitive suggestions for conservation of energy.	
☐	☐	☒	(8) ENERGY EMERGENCY PLANNING. Every energy management plan must provide for programs to respond to contingencies that may occur at the local, state or National level. Programs must be developed for potential energy emergency situations calling for reductions of 10 percent, 15 percent and 20 percent for up to 12 months. Emergency plans must be tested to ascertain their effectiveness.	
☐	☒	☐	(9) BUDGETARY AND FISCAL SUPPORT. Resources necessary for the energy conservation program must be planned and provided for, and the fiscal systems adjusted to support energy management investments and information reporting.	
☐	☒	☐	(10) ENVIRONMENTAL CONSIDERATIONS. Each agency shall fulfill its obligations under the National Environmental Policy Act in developing its Plan.